**Individual’s Pre-Trip Checklist**

Use this checklist as a guide to ensure you have not forgotten anything in preparation for your trip with one of our student groups. It is your responsibility to ensure you have completed everything on this list before attending. Keep this with you on your trip. You can also find the [UK Government Guidance on Preparing for Trips.](https://www.gov.uk/guidance/foreign-travel-checklist#before-you-go)

|  |  |  |
| --- | --- | --- |
| Action | Tick to confirm | Notes for yourself |
| Documentation |
| My passport is valid for a minimum of 6 months, and has 2 clean pages |  |  |
| I have organised my [visa for travel](https://en.wikipedia.org/wiki/Travel_visa) (If applicable) |  |  |
| I have the necessary travel and health insurance |  |  |
| I have the necessary insurance for my equipment/belongings |  |  |
| I have a copy of key documentation including passport, Visa’s, Driving license, Itinerary & Tickets (Both Paper and Digitally) |  |  |
| I have backed up my computer and phone and any sensitive material removed |  |  |
| Personal Equipment & Logistics |
| I have checked the weather and packed appropriately |  |  |
| I have [checked the customs and culture](http://www.kwintessential.co.uk/resources/guides/) and packed appropriately (inc religion, ethnicity, past history, sensitive issues and how they view my own culture) |  |  |
| Money – I have checked with bank whether my cards work where I am going or got travellers cheques if needed |  |  |
| Money – I have enough cash in the local currency  |  | If you have a large amount, keep it split up within belongings |
| Ensure I have an extra passport sized photo |  |  |
| I have printed copies of my flight tickets and copies of my travel itinerary with addresses to get around |  |  |
| If applicable – I have organised my transfers |  |  |
| I have all contact and [emergency contact information](https://en.wikipedia.org/wiki/List_of_emergency_telephone_numbers) loaded into my phone and know the [dialling code](https://en.wikipedia.org/wiki/List_of_country_calling_codes) for where I am going.  |  |  |
| I have the necessary equipment (including safety) for the trip |  |  |
| I have checked my phone works where I am going or arranged an unlocked phone to put a local sim into. |  |  |
| Health |
| I have [checked the health risks associated with the country I am going to](https://www.gov.uk/foreign-travel-advice), and got necessary vaccinations |  | If Yellow Fever, you will require the certificate vaccination book as proof |
| I have checked if I’m going to a malaria area and have appropriate prophylactics |  |  |
| I have told the organising committee of any disability, medical condition or allergy I have that might cause a problem. |  |  |
| I know my blood group in case of emergencies |  |  |
| Security and Contingency Planning |
| I am aware & have researched the situation in the country (inc political landscape, religion, ethnicity, past history, sensitive issues and how they view my own culture) |  |  |

* Name:
* Date:
* Telephone Number